



UNITED STATES MARINE CORPS
TRAINING AND EDUCATION COMMAND
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IN REF REPLY TO:

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14 Oct 03

From: Commanding General, Training and Education Command
To: Distribution

Subj: MANPOWER AND TRAINING PLAN STANDARDIZATION

Ref: (a) Memorandum of Understanding to Enhance Coordination for Training and Education During Program Acquisition

Encl: (1) USMC Manpower and Training Plan Outline for TECOM Action Officers
(2) Manpower and Training Analysis Questions

1. Reference (a) is a Memorandum of Understanding (MOU) between TECOM and Marine Corps Systems Command (MCSC). This MOU was established to enhance coordination between the two commands because every new and existing acquisition program has the potential to impact on our manpower and training resources.
2. The responsibility for a successful acquisition rests with the individual MCSC Project Manager (PM). Since TECOM is a recipient and executor of the PM's efforts, it is essential that TECOM Action Officers (AO) not only be knowledgeable on resourceing issues; they must also remain actively engaged to provide valid support and pertinent feedback. The enclosures are tools that the AO can use to insure that our finite resources are not only scrutinized in detail, but are also meshed with other competing interests.
3. Enclosure (1) is the Manpower and Training Plan (MTP) outline. No two acquisitions are executed alike but all programs require manpower and training analysis; this outline provides the TECOM AO with a checklist of topics that the program manager should address concerning manpower and training. Due to the complexity of some acquisition programs, the MTP may become a living document requiring constant updates and reviews. At a minimum, it must be reviewed prior to each Milestone Decision.
4. Enclosure (2) is a list of questions compiled by the TECOM staff sections that need to be addressed as new acquisition programs are evaluated to determine their impact on manpower and training. Each program must be thoroughly analyzed to ensure early identification of manpower and training requirements. While the questions listed are by no means exhaustive, they provide a resource tool for AOs to evaluate manpower and training plans and other related program acquisition documentation.
5. Point of contact is LtCol J. E. Young, at DSN 278-9793 or commercial (703) 784-9793.


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By Direction

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